

## Chapter 2

### Building an External User

#### Chapter Overview

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##### Introduction

This procedure explains how to build an External User and assign the user to a virtual position. It is designed for both military and civilian personnel who need access privileges to a database. Oracle HR and the modern DCPDS require you to be an employee (or External User) in the database in order to use the database.

A typical example for building an external user would be a personnelist in one Region needs access to another Region in order to process personnel actions. The personnelist is built as an External User and assigned to a “virtual” position in that region.

It is a process similar to building the “skeletonized” virtual position. This process builds a “skeletonized” assignment for an external user.

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##### See Also



Module 2, Position Management and Classification Using the Modern DCPDS

Chapter 1, Building a Virtual Position

Module 4, Staffing Using the Modern DCPDS

Chapter 1, Building an Applicant

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### Before You Begin

#### External Users:

- Can be military or civilian.
- Need to be assigned to a virtual position unless they:
  - Do not finalize personnel actions (sign RPAs/NPAs).
  - Will never appear on the Training Request Form or DD Form 1556 as the person being trained.
  - Need to be in a hierarchy for another Component.
- Cannot be assigned Elements; e.g., FEGLI, etc.
- May be assigned any level of RPA responsibility, or may be given no RPA access.
- Can prepare Training Request Forms.
- Are not reported in CPDF/OPM Strength Data.
- Can be assigned User Ids just as any other user in the database.



**Note:** If the External User is assigned the approver or signer role of NPAs, there must be a position working title in the virtual position the user is assigned to **before** the user can finalize a personnel action. Otherwise, the signature block on the printed NPA will contain the External User’s name without a title.

This is a **three-day** process:

1. **Day 1:** The person is an “**Active Applicant.**”
2. **Day 2:** The person is an “**Accepted Applicant.**”
3. **Day 3:** The person is an “**External User.**”

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## Building an External User

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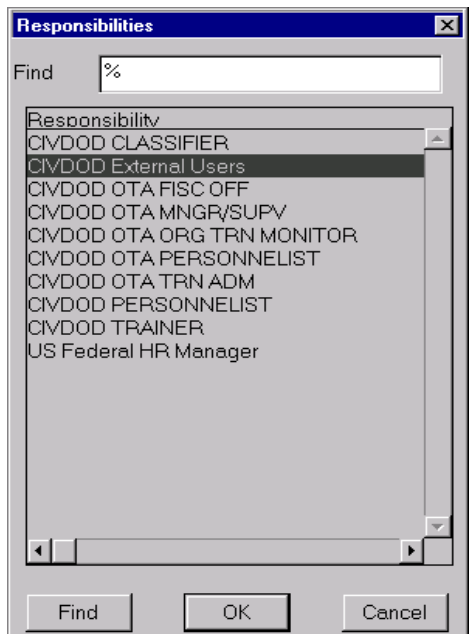
<b>Who Builds Virtual Positions?</b>	Personnelists will normally build Virtual Positions following the procedure in Module 2, Position Management and Classification Using the Modern DCPDS, Chapter 1, Building a Virtual Position.
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<b>Who Builds External Users?</b>	System Administrators or personnelists build External Users to be placed in Virtual Positions using the following procedure. Components will determine who has this responsibility.
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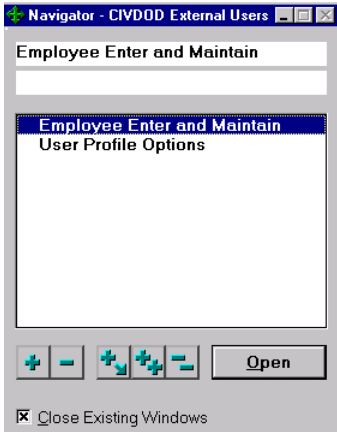
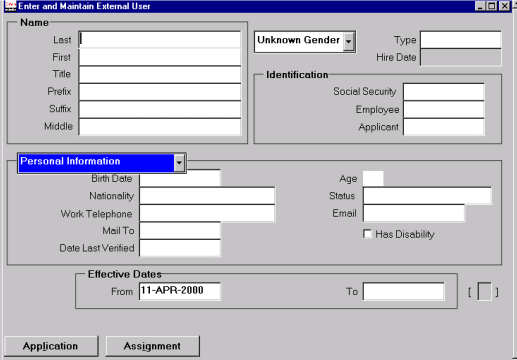
### The External User Enter and Maintain Window

Step	Action
1	<p>On the <b>Responsibilities</b> Window, click <b>CIVDOD External Users</b>. Click <b>&lt;OK&gt;</b>.</p> 

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## Building an External User, Continued

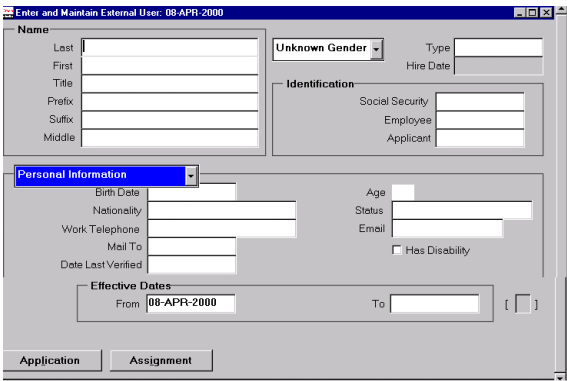
### The External User Enter and Maintain Window (continued)

Step	Action
2	<p>The <b>Navigator - CIVDOD External Users</b> Window displays. Click <b>Employee Enter and Maintain</b>. Click <b>&lt;Open&gt;</b>.</p> 
3	<p>The <b>Find Person</b> Window displays over the <b>Enter and Maintain External Users</b> Window. Click <b>&lt;New&gt;</b> or click the "X" in the top right to close the window.</p> 

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## Building an External User, Continued

### The External User Enter and Maintain Window (continued)

Step	Action
4	<p>Click the <b>DateTrack</b> button and set the effective date back at least two days from the date the External User is to be effective. (Ex: Current date is 11-APR-2000; <b>DateTrack</b> to 08-APR-2000.) The new effective date displays on the Title Bar:</p> 

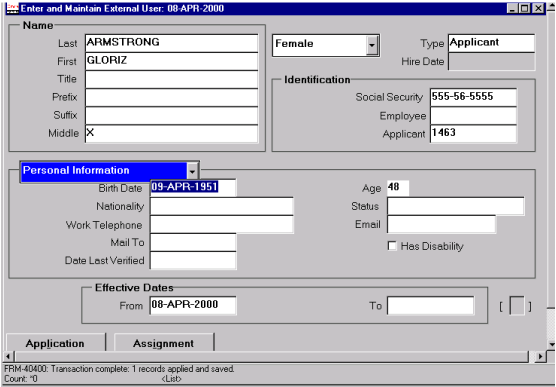
### Completing the Enter and Maintain External User Window

Step	Action												
1	<p>On the <b>Enter and Maintain External User</b> Window, build a “skeleton” Applicant. Input the following data fields <b>only</b>:</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td><b>Name</b></td><td>Type in the name (all caps).</td></tr> <tr> <td><b>Sex</b></td><td>Click the drop-down menu to select.</td></tr> <tr> <td><b>Type</b></td><td>Click the LOV to select or type “<b>Applicant</b>.”</td></tr> <tr> <td><b>SSAN</b></td><td>Type in the number (may be real or bogus for External Users).</td></tr> <tr> <td><b>Birth Date</b></td><td>Type in a date (may be real or bogus for External Users).</td></tr> </tbody> </table>	Data Field	Action	<b>Name</b>	Type in the name (all caps).	<b>Sex</b>	Click the drop-down menu to select.	<b>Type</b>	Click the LOV to select or type “ <b>Applicant</b> .”	<b>SSAN</b>	Type in the number (may be real or bogus for External Users).	<b>Birth Date</b>	Type in a date (may be real or bogus for External Users).
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<b>Birth Date</b>	Type in a date (may be real or bogus for External Users).												

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## Building an External User, Continued

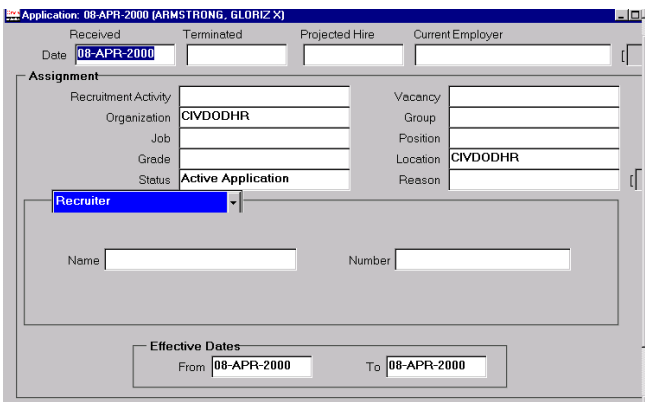
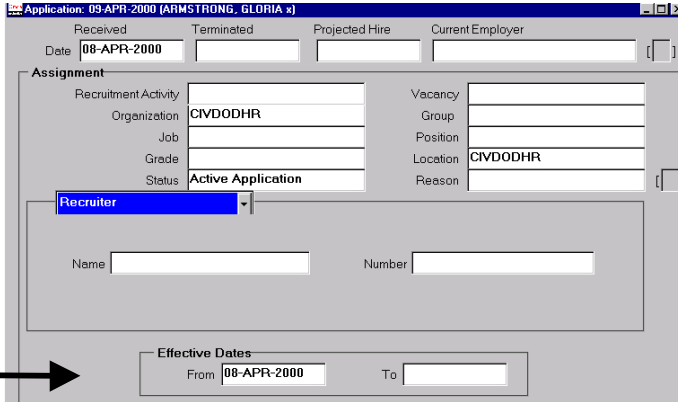

### Completing the Enter and Maintain External User Window (continued)

Step	Action
2	Click <b>Save</b> on the Toolbar.
3	<p>The <b>Altered Effective Date</b> populates in the <b>Title Bar</b> and the <b>From</b> data field in the <b>Effective Date Region</b>. The <b>Applicant</b> data field has a system-generated number. The employee's age populates in the <b>Age</b> data field.</p>  <p>Click the <b>&lt;Application&gt;</b> Taskflow Button at the bottom of the window.</p>

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## Building an External User, Continued

### Completing the Application Window

Step	Action
1	<p>The <b>Application</b> Window displays with the <b>DateTracked</b> date and the name of the applicant on the Title Bar.</p> 
2	<p><b>DateTrack</b> forward one day. (Ex: 09-APR-2000)</p>  <p> <b>Note:</b> The <i>Effective Date</i> of the Applicant remains the same (in this case, 08-APR-2000) throughout the process.</p>
3	Delete CIVDODHR from the <b>Organization</b> data field.

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## Building an External User, Continued

### Changing Status to "Accepted"

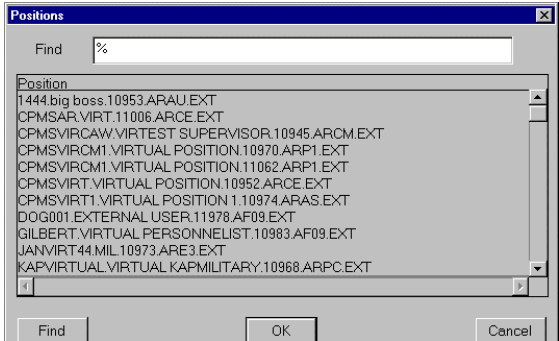
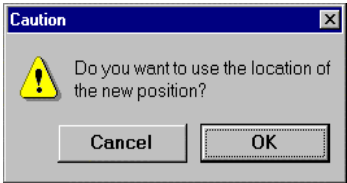
Step	Action
1	Place the cursor in the <i>Status</i> date field. The <b>Choose an Option:</b> Window displays with two taskflow buttons: 1. <Update> - Keep history of existing information. 2. <Correction> - Correct existing information. Click <Update>.
2	With the cursor still in the <i>Status</i> data field, click the LOV and select "Accepted." The <i>Status</i> changes from "Active Applicant" to "Accepted."

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## Building an External User, Continued

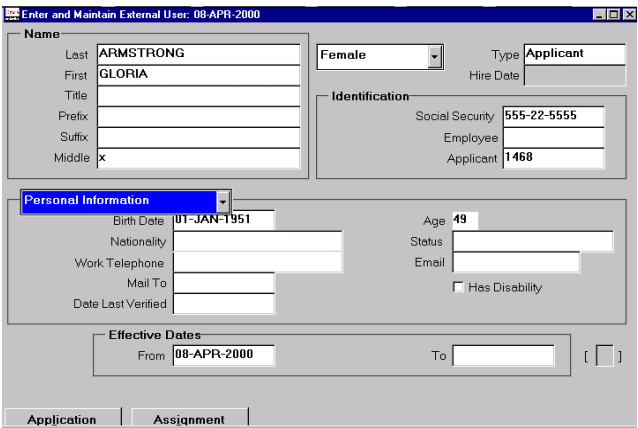
### Assigning a Virtual Position

Step	Action
1	<p>In the <b>Position</b> data field, click the LOV to enter the virtual position that the External User will be assigned. In the reduction criteria, type %.EXT%. All civilian virtual positions display. Select one of the positions.</p> <p>Click &lt;OK&gt;. (If you need a military virtual position, type %.MIL%.)</p> 
2	<p>Click <b>Save</b>.</p> <p>A <b>Caution Box</b> displays and asks: “Do you want to use the location of the new position?”</p> 
3	Click <OK>. The <b>Position</b> and <b>Location</b> data fields populate.

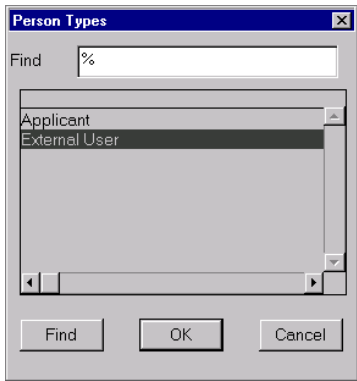
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## Building an External User, Continued

### Assigning a Virtual Position (continued)

Step	Action
4	<p>Click the "X" in the top right of the window to <b>Exit</b> the window. The <b>Enter and Maintain External User Window</b> displays with <i>Type</i> data field populated with "Applicant."</p> 

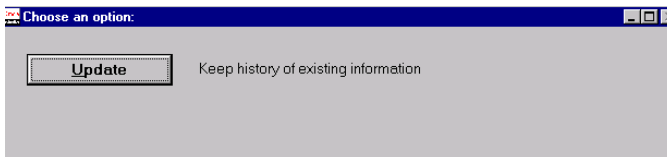
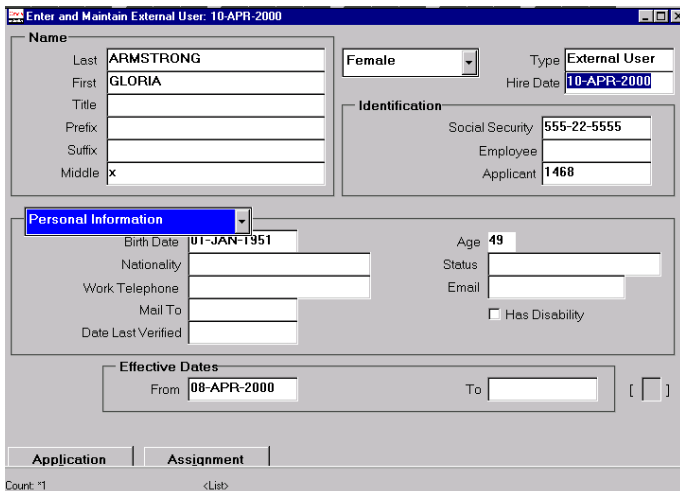

### Changing Type to "External User"

Step	Action
1	<p><b>DateTrack</b> to the date the user is to be effective. (Ex: 10-APR-2000). The cursor is in the <i>Type</i> data field, and says "Applicant."</p>
2	<p>Click the LOV and select "<b>External User</b>."</p>  <p>Click &lt;OK&gt;.</p>

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## Building an External User, Continued

### Changing Type to “External User” (continued)


Step	Action
3	<p>The <b>Choose an option:</b> Window displays.</p>  <p>Click &lt;<u>U</u>pdate&gt;.</p>
4	<p>The <b>Enter and Maintain External User Window</b> displays with the <i>Type</i> and <i>Hire Date</i> (10-APR-2000) data fields populated.</p> 
5	<p>Click <b>Save</b>.</p>  <p><b>Note:</b> Remember to reset DateTrack back to he current date.</p>

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## Building an External User, Continued

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### Assigning an External User to a Different Position

Step	Action
1	To assign an <b>External User</b> to a different position, click <Assignment> on the <b>Enter and Maintain External User</b> Window.
2	<p>The <b>Assignment</b> Window displays. Click the <b>Clear Record</b> button on the Toolbar. With your cursor in the <i>Position</i> data field, select the new position from the LOV.</p> <p> <b>Notes:</b> If the assignment is effective in the future (or past), date track to the effective date of the reassignment before completing your update.</p> <ul style="list-style-type: none"> <li>• The <i>Position</i> data field LOV displays only the virtual positions belonging to the organization shown in the <i>Organization</i> data field.</li> <li>• If you wish to see all virtual positions regardless of organization in the LOV, delete the name from the <i>Organization</i> data field before requesting the <i>Position</i> LOV.</li> </ul>
3	Click <b>Save</b> .

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